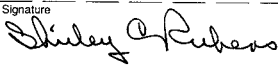
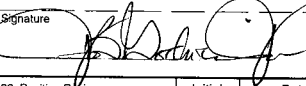


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field				3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL11957	
Explanation (Show any positions replaced) NL08495001				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1370		14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		PROGRAM ANALYST				GS		0343		13	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army						c. Third Subdivision Project Manager for Simulation Technology Integration (H)					
a. First Subdivision Army Materiel Command						d. Fourth Subdivision					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)						e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Shirley C. Rubens, Assistant Project Manager PM STI						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 						Signature					
Date 9 Aug 98						Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for GS-343 Series, Jul 99, HRCDD-7 USOPM AAGEG, Jul 99, HRCDD-7					
Typed Name and Title of Official Taking Action James B. Godwin, Col., FA, Chief of Staff						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 						Date 9 Aug 98					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks Position is at the full performance level BUS: 7777											
25. Description of Major Duties and Responsibilities (See Attached)											

PROGRAM ANALYST GS-343-13

INTRODUCTION

This position is in the office of the Product Manager for Simulation Technology Integration (PM STI). PM STI supports simulation activities in all Modeling and Simulation domains - Advanced Concepts Research (ACR), Research, Development and Acquisition (RDA), and Training, Exercises, and Military Operations (TEMO) - and across the three types of simulation (live, virtual and constructive). PM STI is responsible for management of process initiatives, project concept development activities, application of tools, and facilities that support horizontal technology integration solutions. The incumbent serves as Program Analyst, planning, implementing, and coordinating a variety of analysis evaluations and advisory functions in support of PM STI assigned programs.

MAJOR DUTIES

Independently performs or directs the performance of the program planning and analysis aspects of multi-appropriation budget programs within the PM office. Plans and directs the formulation, integration, consolidation, presentation and justification of programs within the resource management and planning areas (i.e., Mission Area Materiel Plan (MAMP), Science, Systems and Infrastructure RDA Plan (SSIRDAP), and Program Objective Memorandum (POM)).

1. Directs and integrates the development of near/mid/long range financial objectives and plans for PM STI and the overall responsibilities assigned to PM STI. Reviews new or changed policies and regulations affecting operations and assures implementation. Analyzes problems and difficulties encountered in program and budget development and provides appropriate action guidance to management, project directors and executing agents. Coordinates disposition of funds with individual project directors; tracks expenditures and obligations. Prepares PM STI execution and obligation plan and Internal Operating Budget (IOB). Reviews task packages for appropriate use of funds and sufficiency of funds. Facilitates assignment of Operational Codes (Op Codes) and Job Order Numbers (JONs). Provides guidance to other workers and monitors efforts of contractor program analysis support. Provides analytical support to PM or Deputy PM on obligations and future entitlements. (35%)

2. Organizes and coordinates PM STI activities related to preparation of the Army Program Objective Memorandum (POM) for TBIS and VTRD Management Decision Packages (MDEPs). Develops and presents resource plans to other mission areas. Oversees

execution of all PM STI mission appropriated funds (RDTE, OMA, and OPA) and customer direct cite and reimbursable funding. Serves as a member of various IPTs providing financial/program input in support of the team's objectives (IOB, Resource Management Tool (RMT), etc). (25%)

3. Develops, analyzes and evaluates documentation required for development of the PM STI SSIRDAP. Responsible for updating the PM RDA/OMA Ownership Package (PROP) database for PM STI. Provides support and guidance to other organizations for development of resource plans. (15%)

4. Develops issue papers in response to Army Modeling and Simulation Office (AMSO), Training and Doctrine Command (TRADOC), and other funds managers. Prepares Congressional Descriptive Summaries and Other Procurement, Army Procurement Forms (P-forms) for assigned programs or assigned mission areas. Coordinates with STRICOM TBIS MDEP manager on PM STI funding requirements and issues. (15%)

5. Makes formal and informal presentations to PM and DPM STI, STRICOM Command Group and higher echelons at Army Materiel Command (AMC), AMSO, TRADOC, DA, DOD, other commands and contractors. Maintains continuous liaison with AMC, TRADOC and DA organizations for development and implementation of financial management guidelines. (5%)

6. Analyzes cost/performance data submitted by contractors and provides results and recommendations to PM, DPM, project directors or COR. (5%)

7. Performs other duties as assigned.

FACTOR 1. Knowledge Required By the Position --

- Expert knowledge of how DoD programs operate and are administered in order to plan for, monitor and evaluate such programs in attaining their goals.

- Expert knowledge of command, AMC, and DA budget processes, procedures, requirements, and governing policy and regulatory/statutory guidelines to be applied in recommending command policy, in justifying budget requests, and in administering program funds.

- Expert knowledge of the interrelationship/uses of various fund types (e.g., RDTE, OPA, OMA) to be applied in review and analysis of budget requests and preparation of narrative justifications to assure a balanced and defensible program within assigned area.

- Thorough knowledge of the principles, and objectives of the planning, programming, budgeting and execution (PPBE) process; a thorough understanding of the basic laws and regulations dealing with Governmental budget and accounting operations; a general knowledge of operating programs, functions and objectives of STRICOM.
- Ability to coordinate programming activities; estimate and meet deadlines; analyze relationships among all portions of the ACR, RDA and TEMO domains or across other mission areas influenced by PM STI; and establish proper balance among various programs within assigned areas of responsibility.
- A high degree of skill in problem identification and analysis techniques/reasoning to be applied in the review of budget preparation as related to goals/objectives, and in the formulation of trend data and development of alternatives to solve funding problems.
- A high degree of skill both oral and written communications to be applied in presentation of budget and program data and related narrative justification for budget requests and in presenting and/or reporting budget formulation to Command and higher HQs.
- A high degree of skill in compiling, summarizing, and reducing statistical and narrative information to be applied in preparation of budget requests and evaluation of changes in program plans and impact of funding changes.
- Working knowledge of mission, goals, and objectives of Command, subordinate, and higher level organizations to be applied in analyzing budget requests and evaluation of programs as these relate to overall mission accomplishment.
- A high degree of skill in assessing cost performance reports in the areas of content and evaluation of programs as these relate to overall mission accomplishment.

FACTOR 2. Supervisory Controls --

- Work is performed under the general supervision of the Deputy Product Manager, STI, who provides broad and administrative policy direction. Recurring assignments are usually long-term and continuing in nature.
- Employee has responsibility and authority to work independently with staff and individual project directors in developing/revising plans for assigned programs and for planning/coordinating financial program changes to assure overall goals are achieved. In this regard, employee makes decisions and commitments on all actions which do not commit funds beyond established limits.

- Employee refers only problems of unusual difficulty to supervisor for discussion and advice.
- Completed work is evaluated by superiors for compatibility with PMO goals, guidelines and achievement of intended objectives.

FACTOR 3. Guidelines --

- Guidelines regularly used include Command, AMC, DA and OSD and OMB budgetary policies, directives, regulations, and precedents; appropriations language in Congressional legislation and/or committee/conference reports; and program documents concerning planning/execution of multi-appropriation budgets supporting national program goals/objectives/priorities. On a less frequent basis reference is made to DOD procurement regulations and to Comptroller General decisions as these affect legitimate/allowable use of appropriated funds. Employee must interpret such guidance for application to planning of Command budgets and for changes to Command policy. Additionally, guidelines from AMC, DA and OSD for research, development and acquisition are regularly used.
- Guidelines are frequently vague or conflicting and require substantial effort to interpret/apply to particular budgetary problems. Employee exercises considerable initiative in obtaining and researching guidelines. He/she exercises a high degree of judgement in the application of appropriate guidelines to assigned programs, resolving conflicts between guidelines, and in recommendation of clarifying/augmenting policy guidance affecting assigned appropriation/programs to be provided to subordinate activities.

FACTOR 4. Complexity --

- The incumbent manages budget formulation and execution of multi-appropriation resources and a multitude of individual budget line items, some of which are substantive national defense programs. Each appropriation has its own diverse policies, regulations, directives and budget requirements, as well as different sources of authority.
- On a continuing basis the employee provides advice and assistance to Command management on budget formulation and execution matters affecting attainment of financial and program objectives. He/she reviews and analyzes budget estimates and/or reprogramming of funds within the Command and assesses impact of reprogramming at higher Command levels. Employee assembles necessary statistical, program, contract, and financial data and prepares detailed narrative reports. He/she also prepares budget justification documentation for submission to AMC/DA/OSD.

Employee provides advice on budgetary implications of policy and legislation and drafts recommended actions and policies for the Command.

- In reviewing budget estimates, the employee takes into account fiscal, legislative, legal, and regulatory constraints as well as Command and higher HQ policies and procedures. He/she develops budget presentations and justifications in a style and format, which is compatible with current Command goals and the objectives/intent of AMC/DA/OSD. Internal formats may be changed to enhance usefulness of presentations.

- Frequently, employee will be required to analyze cost/performance data provided by contractors and prepare a brief assessment that includes trends for both cost and schedule.

FACTOR 5. Scope and Effect --

- The primary purpose of work is to facilitate the acquisition and use of funding to support the Command's programs, goals, objectives, and operations for several years. The employee exercises administrative controls on the budget formulation and execution process and assures that legal and regulatory requirements of Congress/OMB/OSD/DA/AMC are observed. This includes providing information, advice, and recommendations to top Command program managers concerning the status and appropriateness of current and out year funding.

- Advice, information, and recommendations made by the incumbent concerning the acquisition of RDA funds form the basis for decisions by top Command managers affecting the conduct of the Command's national defense programs.

- Decisions made concerning the technical treatment of budget estimates, budget justifications, and reprogramming actions affect the timely achievement of budgetary and program goals of the Command.

FACTOR 6. Personal Contacts --

- In addition to meeting and dealing with key managers within the Command, continuous contacts are also required with management and line representatives within higher headquarters (i.e. AMC, DA, OSD). Higher level contacts include informal and formal presentation and continuous person to person discussions of mission program status and issues. Employee is required to apprise STRICOM TBIS MDEP manager on status of PM STI's funding requirements and reconcile TBIS budget. Contact will also be required with contractors.

FACTOR 7. Purpose of Contacts --

- Contacts are for the purpose of obtaining compliance with established multi-year programming and reporting and/or persuading project directors to follow recommended courses of action concerning programs or financial changes. Contacts with higher headquarters are for the purpose of furnishing multi-year planning information and obtaining objectives and/or financial configuration of programs. Contacts with contractors will relate to clarifications and discussions on cost performance data reported and to reconcile outstanding delivery orders.

FACTOR 8. Physical Demands

- This work is sedentary; it involves carrying light books and papers to and from conferences in different government buildings and offices and contractor facilities. Occasional local and overnight travel outside of the local commuting area may be necessary.

FACTOR 9. Work Environment

- Work is performed in a properly lighted, ventilated, and temperature controlled office devoid of unusual risk or discomfort.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11951

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."